



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 12-27**

<http://dmva.alaska.gov/employment.htm>



<b>POSITION TITLE:</b> <b>Emergency Management Superintendent</b>	<b>AFSC:</b> <b>3E971</b>	<b>OPEN DATE:</b> <b>19 DECEMBER 2011</b>	<b>CLOSE DATE:</b> <b>18 JANUARY 2012</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>176<sup>th</sup> Civil Engineer Squadron, JBER, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E8 Maximum: E8 (on-board only bring EA)</b>	
<b>SELECTING SUPERVISOR:</b> <b>Lt Col Soto</b>	<b>VACANCY</b> <b>0229342</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 222221</b>	

## AREAS OF CONSIDERATION

**LOCAL (ON BOARD ONLY) Applications for this announcement** will be forwarded for consideration for all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level or 2) AKANG AGR members who meet the minimum criteria for retraining (specifications listed below) **(selectee will transfer current employment authorization)**

**\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\***

## MAJOR DUTIES MAY INCLUDE

- Prepare, maintain, and monitor Civil Engineer operations plans and supporting documents for mobility, response, and recovery operations
- Manage and execute the FSTR program which includes First Responder capability
- Work under high stress when involved in emergency operations
- Plan, schedule, and conduct projects and studies to analyze, evaluate and recommend ways to improve the effectiveness and efficiency
- Serve as the wing/unit FSTR focal point. Develop and coordinate plans within broad based guidelines
- Research, analyze the threat assessment, and formulate and coordinate new or modified work methods/written policies to implement readiness programs to meet specific requirements of the organization
- Qualitative and quantitative analytical techniques are frequently utilized in the accomplishment of projects and resolution of problems not always susceptible to direct observation and analysis
- Develop supporting annexes and local supplements to higher headquarters plans and directives
- Plan, develop, and coordinate policies and procedures for disaster relief and humanitarian response efforts
- Manage, control, develop, and coordinate an automated contingency management system
- Maintain active liaison with appropriate wing/unit, major command, and state and local emergency management agencies
- Interpret, determine applicability, and ensures compliance with higher headquarters directives
- Because of the current world situation the incumbent must deal with issues differing from those of the past, where precedence could be found for actions relating to readiness issues
- Promulgate operating instructions, checklists, and procedures for specialized teams and contingency operations
- Monitor and review plans to ensure disaster preparedness and readiness programs requirements are met wing/unit wide and analyzes the effectiveness of these plans
- Serve as advisor to the Installation Readiness Working Group
- Serve as squadron Unit Deployment Manager (UDM)
- Prepare and maintain wartime and contingency response and mobility plans and continually evaluates the plans to improve them
- Receive and evaluate notification of contingencies or disasters and responds accordingly
- When directed, assembles personnel and activates specialized teams
- Oversee equipment preparation; establishes the command and control center; uses automated contingency management system to locate and predict the hazard; establishes contamination control station; monitors and coordinates recovery actions
- Serve as a member of the Disaster Response Force
- Serve as technical advisor to the commander regarding nuclear, biological, chemical, and conventional (NBCC) defense operations, disaster relief operations, and major accident response and recovery
- Serve as Survival Recovery Center
- Advisor and directs the activities of the Nuclear, Biological and Chemical (NBC) Control Centers
- Accomplish NBCC warning and reporting in accordance with applicable directives
- Ensure NBCC hazard plotting and prediction is accomplished as necessary
- Act as the program manager for the integration of support elements to ensure the units continued ability to survive and operate
- Support the on-scene commander at the scene of an emergency response operation
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – GENERAL - 62
- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- STENGTH APTITUDE – Demonstrated by Weight Lift of 50 lbs
- Ability to speak distinctly
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*

**\*See page 2 for Preferred Qualifications and All Required Documents for Considerations\***

## PREFERED QUALIFICATIONS

- Knowledge is mandatory of the characteristics and effects of peacetime WMD and wartime conventional and CBRN weapons; detection and identification of CBRN contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; and CE readiness and contingency planning, training, operations, equipment supply procedures, directives, and policies
- Experience directing functions such as readiness programs, or evaluating, planning, and organizing readiness activities

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. *Items 4-7 are requested by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation may be included.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT/PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Report (if applicable)
7. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

**\*SUBMIT NO STAPLES/NO BINDINGS\***

**\*\* Alaska Air National Guard – Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application \*\***

### QUESTIONS:

The HRO Liaison - 168<sup>th</sup> Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

### MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO/AGR  
Building 49000 Room D-209, Post Office Box 5800  
Joint Base Elmendorf Richardson, AK 99505-5800

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.